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## Appendix F

### MEMORANDUM OF AGREEMENT

For the Selective Housing of Materials by the  
\_\_\_\_\_ Library to the  
\_\_\_\_\_ Library

The *(lending)* \_\_\_\_\_ Library agrees to loan the  
*(receiving)* \_\_\_\_\_ Library specific federal government publications.

The purpose(s) of this transfer of materials is (are) to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The government information will be loaned for *(specific time)* \_\_\_\_\_  
but will remain under the authority of the *(lending)* \_\_\_\_\_  
Library, and, ultimately, the property of the U.S. Government Printing Office.

The following conditions must be met in the pursuance of this Agreement:

The *(receiving)* \_\_\_\_\_ Library shall:

- 1) Assign the responsibility for carrying out the provisions of this Agreement to the  
*(reference, medical, etc.)* \_\_\_\_\_ Librarian.
- 2) Make available all government information free to the clients of the *(receiving)* \_\_\_\_\_  
Library, as well as to the general public.
- 3) Lend to the *(lending)* \_\_\_\_\_ Library any individual document title for the purpose of  
circulation, or any other purpose, for a period of *(specify: days, weeks, months)* \_\_\_\_\_.
- 4) Maintain each document in compliance with all applicable depository laws, instructions, standards  
and guidelines (*Title 44, U.S. Code; Instructions to Depository Libraries; Guidelines for the Depository  
Library Program*).
- 5) Inventory, identify and maintain a separate list of government information by title, by Superintendent  
of Documents Classification, or by *(receiving)* \_\_\_\_\_ Library classification scheme.
- 6) Retain classification numbers, stamps, and notes on each document as supplied by  
*(lending)* \_\_\_\_\_ Library.

- 7) Return to the (lending) Library all documents which are no longer considered useful. All (receiving) Library labels will be removed by (receiving) Library staff.
- 8) Replace any lost document. If the document cannot be obtained free, the (receiving) Library will assume all costs and obligations to acquire the lost document. The (receiving) Library will pay the (lending) Library the fair market value for any document not replaced.

The Agreement may be terminated by written notice from either party (specify) \_\_\_\_\_ days in advance before all government publications are returned to the (lending) \_\_\_\_\_ Library.

Director	Date
<i>(receiving)</i>	Library